

Employee Transition Plan – 2004

City Council
Budget Workshop

May 11, 2004

Goals

- To manage staffing changes in a fair, consistent and orderly manner;
- To ensure that employees who are displaced from their positions will be considered for reassignment, transfer or training opportunities within the city;
- To provide assistance in the transition to outside employment if a suitable city position cannot be found.

Guiding Principles

- Civil Service Rules shall govern all classified transactions
- Labor and management will work collaboratively to find alternative jobs for impacted employees

Implementation Plan

- Seniority shall govern order of layoff and transfers within class
- The City will attempt to assign displaced permanent employees to new classes when they possess the necessary job skills
- Permanent employees will have priority when filling budgeted vacancies
- The City will seek to provide on-the-job training to develop new job skills among impacted employees

Current Activities

- Established a hiring freeze
- Identify potentially impacted positions
- Conduct group information meetings and individual counseling sessions
- Identify alternate job opportunities
- Conduct Job Fairs

Future Activities

- Request an Order of Layoff from the Civil Service Commission
- Transfer impacted employees to budgeted positions in same class
- Permanently reassign impacted employees to new classes when possible

Future Activities (Con't)

- Provide on-the-job training opportunities
- Continue to work with representatives from the employee organizations and the Career Transition Center to address the needs of impacted employees

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